

Director of Operations - draft

State of Tennessee
Department of Human Services

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous services throughout Tennessee, including Families First, the state's Temporary Assistance for Needy Families (TANF) program, Food Stamps (now known as the Supplemental Nutrition Assistance Program or SNAP) , Medicaid/TennCare, Child Support, Child Care Licensing, Child Care Assistance, Adult Protective Services, and Rehabilitation Services. With 133 office locations, DHS is one of the few state agencies with offices in all 95 counties.

TDHS is seeking to fill the position of the Director of Operations. This position is stationed in Nashville and is responsible for assisting with directing a full range of fiscal services, budget, procurement oversight, Information Technology oversight, facilities oversight, liaising between program, budget, fiscal and other administrative duties assigned for the Department which is one of the largest and most complex financial operations in the State of Tennessee.

Duties and Responsibilities

- Provide day to day oversight of fiscal unit, budget unit, procurement unit, information technology and facility management including training.
- Assist with the development of the Departmental state budget as well as the review of various federal budgets required for federally funded programs administered by the Department. Serve key roles in understanding, assessing and analyzing program impact to fiscal management.
- Advise executive staff on key initiatives that promote operational efficiencies.
- Monitor the financial condition of the Department and make recommendations on major initiatives and opportunities for improvement.
- Coordinate the development of formal policies and procedures.
- Develop cost benefit analyses to assist management in selecting preferred strategies to achieve the Department's objectives at the least cost.
- Lead the oversight and development of the strategic plan for the unit and ensure achievement of performance base budget goals.
- Lead the division's preparation and response for internal and external audit reviews.
- Assist with the development of staff professional development plan, performance plans, conducting interims and final performance reviews, etc.
- Coordinate the development of the Department's consolidated five-year plan and annual statements for each year reflecting comparable data for the single year composing the planning period.
- Coordinate the development and submittal of various programmatic plans. Review and monitor federally required Cost Allocation Plan which is the basis for collection of federal funding for indirect costs. Serve as the Department's records administrator.

- Analyze budgetary impact of proposed State legislation and the preparation of Fiscal Notes detailing the impact. Analysis and preparation of reports concerning the budgetary impact of proposed enacted federal legislation.

Qualifications: Bachelor's degree in Accounting and/or Finance. Master's degree in Business Administration preferred. A minimum of five years supervisory experience. Prior experience in a government entity or as a Controller, Director of Finance, or Administrator position in a non-profit organization operating with multiple funding sources including State, Federal is preferred. CPA preferred.

All interested candidates should submit a resume to:

Lisa Spencer
Assistant Commissioner – HR Operations and Organizational Performance
TN Department of Human Resources
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